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TO : Chief, Classification & Wage Division, Personnel
: Assistant Director for Operations
: Chief, Foreign Documents Division

5 November 1952

Reclassification of Positions

25X1
REFER : CIA

1. It is requested that the ☐ GS-3 Clerk Typist positions in the Composition and Layout Section, Reports Branch, FDD be reclassified to GS-4 Clerks (Typing and Proofreading). It is further requested that the ☐ GS-4 Editorial Clerk (Proofreading) positions in the same section be retitled also to read Clerks (Typing and Proofreading).

25X1A

2. The above request is made for the following reasons:

a. To raise the level of these typists due to the nature of their particular duties. The typing in these positions requires more highly qualified typists, using electromatic typewriters, where the typing is more exacting than the typing done by the GS-3 Clerk Typists in the other branches of FDD.

b. These typists work on the final FDD product, typing onto paper plates (Duplimat), stencils, etc. the finished report of the Division as it is finally disseminated to consumer offices of CIA and the IAC agencies.

3. The requested reclassification would also have the following advantages to the operation of this Division:

a. It would help in the recruitment for these positions since, according to the Clerical Placement Branch, GS-3 Clerk Typists are becoming more scarce because of private industry competition.

b. It would provide an opportunity for advancement for those typists coming in as GS-3s who become quickly dissatisfied when they find that there is no immediate possibility for advancement.

c. It would eliminate the costly overtime now being performed by the typists now on duty since GS-4s would be easier to recruit.

SECRET

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d. Making the duties interchangeable would provide for rotation in duties to alleviate to some extent the discontent arising from the monotony of constant typing.

e. It would provide an incentive for those GS-3 typists in the other branches of FDD to increase their typing and accuracy so that they might transfer to this more exacting work and increase their chances for advancement.

4. Attached is the suggested job description for establishing these interchangeable duties.

J. J. GAGNALL

Encl:

Suggested Job Description for
Clerk (Typing & Proofreading)

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Standard Form
February 1946

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120011-2

Agency position No.

**UNITED STATES CIVIL SERVICE COMMISSION
POSITION DESCRIPTION**

8. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

(b) Other (specify)

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	Chief Typing and Proofreading					
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title or position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

11. Department, agency, or establishment

Central Intelligence Agency

a. First subdivision

Office of Operations

b. Second subdivision

Foreign Document Division

c. Third subdivision

Foreign Branch

d. Fourth subdivision

Compilation and Report Section

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee)

(Date)

13. This is a complete and accurate description of the duties and responsibilities of this position

(Signature of immediate supervisor)

(Date)

Title:

14. Certification by head of bureau, division, field office, or designated representative

(Signature)

(Date)

Title:

15. Certification by department, agency, or establishment

(Signature)

(Date)

Title:

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

Under general supervision, serves as proofreader and/or typist, as required, with responsibility for performing close and detailed proofreading or typing of intelligence information reports, including translations, summaries, abstracts, compilations of intelligence reports, illustrations and explanatory maps, charts, tables, graphs, schematic diagrams, and other technical or non-technical material. Exercises a knowledge of approved editorial style, publication standards, and familiarity with technical terminology, foreign phraseology, and letters and characters not generic to the alphabets of English and related languages. These materials are proofread prior to their release for final reproduction and dissemination to other CIA offices, the participating members of the ISC, and other agencies as required.

As a typist, receives assigned projects consisting of rough copy of translations of documentary material from 55 foreign languages into English for typing onto paper plates (IMPLINAT), stencils, or bond paper for direct photography, for reproduction of final copy, being responsible for proper transposition of the edited copy into suitable form to ensure adequate reproduction of the material.

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SECRET

is called upon to type a variety of technical information including formulas, equations, foreign words or phrases, foreign proper names or place names, being responsible for proper syllabication of foreign words and expressions or transcriptions of same, and for inserting by hand any foreign letters or symbols which cannot be reproduced on the typewriter.

As proofreader, compares edited copy material against typewritten pages or stencils in order to ensure adherence of finished material to approved editorial style and format of presentation into English or translations from many foreign languages. Compares languages of exotic alphabets or syllabaries, as they occur in Romanized form in references, titles, explanatory words or phrases, and in mathematical formulas and equations. Proofreads drafted maps and drawings by comparing with rough draft copy or foreign-language original copy, checking for accuracy of legends, symbols, spellings, scales, directional arrows, and inclusion and accuracy of topographic, geographic and place names. Checks same against keyed listings.

Uses proofreading symbols to indicate required corrections, consulting with supervisors, typists and illustrator as necessary. Corrects errors such as failure to follow editorial markings, faulty spacing, transpositions, and discrepancies with respect to original text. Consults with supervisors in regard to departures from approved forms and editorial style found in exhibit

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